

GRANT BUDGET SPECIALIST

DCD – Finance & Administration – Budget & Operations Section

Recruitment #1503-5081-001

List Type Original

Requesting Department DEPT OF CITY DEVELOPMENT

Open Date 4/21/2015 4:00:00 PM

Filing Deadline 5/15/2015 11:59:00 PM

PURPOSE

Under the direction of the Budget and Management Reporting Manager, the Grant Budget Specialist is responsible for the planning, development, preparation, accounting, and control of budgets for all Department of City Development (DCD), Redevelopment Authority of the City of Milwaukee (RACM), and Neighborhood Improvement Development Corporation (NIDC) Grants.

ESSENTIAL FUNCTIONS

Budget Management:

- Plan and implement budget development schedules for all DCD, RACM, and NIDC grant programs.
- Coordinate budget development activities within DCD, with other City departments, and with state and federal agencies.
- Prepare preliminary and final budgets and applications for funds in accordance with city, state, and federal guidelines.
- Develop, design, and implement procedures to monitor grant budget performance.
- Create and maintain a variety of grant databases and financial information for analysis and forecasting purposes.
- Prepare and implement proper budget, accounting, and audit functions to ensure financial controls and systems are in place.
- Prepare budget revisions and amendments as required.
- Assist in the preparation of annual budgets.
- Maintain up-to-date knowledge with all City, state, and federal procedures and regulations concerning grant awards.
- Audit Common Council resolutions, grant analysis forms, grant budget forms, contracts, and agreements for City and RACM grants prior to final signature.
- Prepare resolutions for consideration by the Common Council and Redevelopment Authority Board when required.
- Participate in funding coordination activities between budget and human resource functions.
- Provide personnel budget forecasts for Neighborhood Stabilization Program (NSP) and miscellaneous grant funds.
- Provide ongoing supervision, technical, and administrative assistance to project managers, professionals, and clerical personnel. Provide financial and informational grant support to all DCD and RACM staff.
- Coordinate and implement various administrative and financial policies and procedures.
- Prepare various cost studies and reports.
- Answer questions from other divisions, departments, grantors, and auditors.

Financial Management-Grant Programs:

- Provide accounting and prepare and submit financial and expenditure reports for department and RACM grant programs.
- Prepare and process all RACM, City, and CDBG grant reimbursements.
- Provide bank wire verification authority on behalf of department and RACM.
- Monitor grants, and resolve accounting and reporting issues. Prepare status reports for use by grant managers as requested; identify issues, concerns and problems; and communicate with grant managers, grantors, and auditors.
- Act as primary point of contact for all staff receiving grant funding to ensure all grant requirements are being met.
- Participate in negotiating the terms and conditions of agreements with grantors.
- Once grant funds are received, prepare financial reports, including deposit information, as required by grant guidelines.
- Estimate cash needs, and prepare cash requisitions in order to meet payment schedules for DCD and RACM grant programs.
- Manage NSP loan and Brownfield Revolving Loan Fund (BRLF) program loan portfolios.
- Manage on-going Program Income (Revenues).

General Accounting:

- Assist in the development of accounting policies and procedures and the development of cost of overhead distribution methods for all programs of the department with regard to DCD and RACM grants.
- Provide guidance and assistance in resolving accounting problems identified by staff or auditors.
- Coordinate and supervise all phases of the RACM single audit engagement; prepare draft and final Single Audit report.
- Act as point of contact for the Comptroller's Office for the City's annual single audit engagement pertaining to DCD grants.
- Oversee proper accounting functions in support of Common Council and RACM board policy and objectives, state and federal guidelines, and City, RACM, and CDBG grants; establish general ledger accounts and monitor analysis and reconciliation of grant transactions to ensure timeliness, accuracy, consistency, and completeness.
- Assist RACM Lead Accountant in RACM Accounting; approve City and RACM payment requests, prepare journal entries, and assume responsibility for year-end closing, reconciliations, and communication with external auditors.
- Take lead role in the year-end closing of RACM grant programs. Prepare appropriate ledgers, including all related tasks.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor's degree in business, economics, accounting, or a closely related field from an accredited college or university.
2. Four years of progressively responsible governmental accounting or financial experience.

Grant Budget Specialist (DCD, Finance & Admin, Budget & Ops Sect)

- **IMPORTANT NOTE:** *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.*

DESIRABLE QUALIFICATIONS

- Knowledge of federally-assisted program requirements.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of the principles and practices of governmental accounting, budgeting, and the analysis and reporting of financial data.
- Ability to master grant accounting and learn related state and federal grant procedures.
- Commitment to keeping up-to-date with best practices in accounting.
- Knowledge of mathematics and the ability to make accurate calculations.
- Proficiency using computer applications such as spreadsheet, word processing, and database; ability to use accounting programs.
- Ability to read and interpret complex job-related documents.
- Excellent written communication skills; ability to produce reports, memos, letters, and other documents.
- Effective oral communication skills.
- Ability to work effectively across all levels of staff, including coworkers, City officials, representatives from outside agencies, and the public.
- Critical thinking skills, including analytical and problem-solving skills, decision-making skills, and sound judgment.
- Planning, organizational, and time management skills.

CURRENT SALARY

The current starting salary (2IX) for City of Milwaukee residents is **\$58,462** annually, and the non-resident starting salary is **\$57,028**. Appointment above the minimum is possible.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE: The examination will be held as soon as practical after **May 15, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.